

## **GENERAL LICENSURE APPLICATION INFORMATION**

Every licensee is required to comply with the laws of the State of South Dakota and the Rules and Regulations adopted by the board. A copy of the Laws and Rules and Regulations is included with your application packet.

1. Application for licensure must be notarized.
2. Application for licensure must be accompanied by payment of fee may payable to the "State of South Dakota Board of Hearing Aid Dispensers and Audiologist." Fees are non-refundable. No application will be processed without submission of all fees.
3. All documents submitted in support of the application must contain an original signature and be submitted directly to the board from the respondent, not forwarded through the applicant.
4. Return completed application and fee to the board office. A personal check or money order payable to the Board of Hearing Aid Dispensers and Audiologists is acceptable.
5. You will be notified by mail of the date, time, and place at which you shall present yourself for a practicum examination if such action is determined by the board. Bring the audiometer, other testing equipment that you use and a supply of ear impression material with you to the examination. A letter with additional information will be sent to you upon Board approval.
6. The written examination is arranged for you through the South Dakota One Stop career center. You will be contacted for date and location preference.
7. The Board will not review the qualifications of a candidate without receipt of a completed application form, supporting documents, and the fee. Failure to provide all the information on the Application Form will result in delay of processing your application.
8. All applications for a provisional license must be accompanied by a sponsor's affidavit.
9. You may access the board website at [www.state.sd.us/doh/audiology](http://www.state.sd.us/doh/audiology).

## **GUIDELINES FOR HEARING AID DISPENSER APPLICANTS BY EXAMINATION**

Members of the Board of Hearing Aid Dispensers and Audiologist administer examinations. Written examinations are prepared by the International Hearing Society and require a grade of 70% for passing the written portion. The board using the following guidelines will conduct a practical test of proficiency and required grade of 75% for passing the practicum portion.

It is the duty of the applicant to secure a sponsor who will train and guide the applicant, using the following guidelines:

1. Completion of the Training Manual for Professionals is suggested but not required. Please allow sufficient time to take the course, as each section must be mailed to national testing company for grading.
2. Applicants must have a thorough understanding of the FDA hearing aid regulations and the IHS Code of Ethics and be able to apply them as required.
3. Applicant are graded on sanitary habits and proper sterilization of equipment.
4. Applicants must be familiar with the audiometer in use and all its functions. A full audiogram will be required, including Aid Conduction, Bone Conduction, Masking, Speech reception Threshold, Speech recognition, Most Comfortable Level, Uncomfortable Level. The applicant must be able to define and interpret conductive, mixed and sensorineural types of hearing loss from audiogram examples.

**For Board Use Only-- Hearing Aid Dispensers Application**

Date Application received \_\_\_\_\_ Application Fee \$ \_\_\_\_\_ \$ \_\_\_\_\_  
CK# \_\_\_\_\_ CK# \_\_\_\_\_  
Date of written examination \_\_\_\_\_ P/F  
Date of practicum examination \_\_\_\_\_ P/F  
Date Provisional License issued \_\_\_\_\_ Provisional License Number \_\_\_\_\_  
Date Permanent License issued \_\_\_\_\_ Permanent License Number \_\_\_\_\_  
Child Support Data Bank Checked \_\_\_\_\_

**DEPARTMENT OF HEALTH  
BOARD OF HEARING AID DISPENSERS AND AUDIOLOGIST  
135 East Illinois, Suite 214  
Spearfish, SD 57783  
(605) 642-1600**

**APPLICATION FOR LICENSE TO PRACTICE THE FITTING AND SALE OF HEARING AIDS**

Type of license requested: \_\_\_\_\_ Permanent Hearing Aid Dispensers (\$200.00 fee)  
\_\_\_\_\_ Provisional Hearing Aid Dispensers (\$100.00 fee)

Applicant's Name: \_\_\_\_\_  
(Last) (First) (Initial) (Maiden)

Mailing Address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Business Name: \_\_\_\_\_  
(Firm Name) (Telephone Number)

\_\_\_\_\_  
(Street and P.O. Box if any) (City) (State) (Zip)  
list both street and P.O. Box

The Board of Hearing Aid Dispensers and Audiologist does adhere to the Human Relations act of 1972 and therefore does not discriminate against applicants on the basis of race, sex, religion or national origin. In accordance with the American Disabilities Act if you so desire special accommodations please contact this office 6 weeks prior to exam.

## EDUCATION

High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Please have proof of high school diploma or GED sent directly to the board.

## EMPLOYMENT RECORD FOR LAST 5 YEARS (Please attach an additional sheet, if necessary.)

Employer Name and Address

Date of  
Employment

Your  
Position

Supervisor's  
Name

---

---

---

---

---

## PERSONAL REFERENCES

Name

Street Address

City & State

Zip

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## MISCELLANEOUS

1. Have you ever been convicted of a crime other than misdemeanor traffic offenses?

☐ Yes ☐ No

If yes, give complete details on a separate sheet, including copies of the court's judgment and any written decisions in that case.

2. To your knowledge, has a complaint ever been filed against you, or a company owned by you, with the National Committee on Ethics of the Hearing Aid Industry, the Federal Trade Commissioner or any state licensure board? ☐ Yes ☐ No

If yes, give complete details on a separate sheet, including copies of the court's judgment and any written decisions in that case.

3. Are you currently or have you ever been licensed in another state? ☐ Yes ☐ No

If yes, in which state or states? \_\_\_\_\_

Please complete your portion of the verification of out-of-state licensure form and forward to the other states for completion and for the State Licensure board to return directly to the South Dakota board office.

4. Has any state rejected your application or revoked your professional license or certificate?

☐ Yes ☐ No

If yes, give complete details on a separate sheet.

5. SDCL 25-A-56 prohibits the issuance of a license of any state regulated license if an applicant owes \$1,000 or more in past due child support. Do you owe \$1,000 or more in past due child support? ☐ Yes ☐ No

By applying for licensure to the South Dakota Board of Hearing Aid Dispensers and Audiologist, I:

- \* Authorize Board representatives to consult with others who have been associated with me and/or who may have information bearing on my competence and qualifications.
- \* Consent to Board representatives' inspection of all records and documents that may be material to an evaluation of my professional qualifications and competence to carry out the privileges I request, of my physical and mental health status and of my professional and ethical qualifications.
- \* Release from any liability all Board representatives or any state licensure board for their acts performed in good faith and without malice in connection with evaluation of me and my credentials.
- \* Release from any liability all individuals and organizations who provide information, including otherwise privileged or confidential information, to the South Dakota Board of Hearing Aid Dispensers and Audiologists in good faith, and without malice concerning my competence, professional ethics, character, physical and mental health, emotional stability, and other qualifications for staff appointment and clinical privileges.
- \* I declare and affirm under the penalties of perjury that the application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name (as it is to appear on license)

\_\_\_\_\_  
Date

### **AFFIDAVIT**

State of \_\_\_\_\_

SS

County of \_\_\_\_\_

The applicant \_\_\_\_\_, being duly sworn, declares all statements made in this application are true and correct to the best of his or her knowledge. Furthermore the applicant consents to a thorough investigation of present and past employment and other activities for the purpose of verifying qualifications for the License for which this application is made.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public